NORTHWESTERN UNIVERSITY

FACULTY AND STAFF INFORMATION SYSTEMS

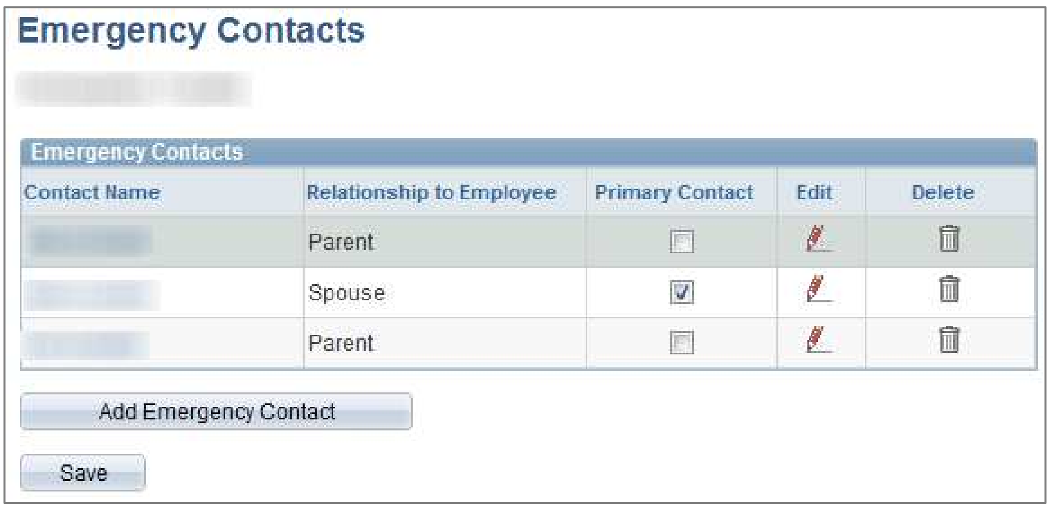
Adding/Updating Family Emergency Contacts

Quick Steps

All employees should add and regularly maintain family emergency contact information through HRIS Self-Service. It is important to have this information on file with the University in the event that University officials must contact someone close to you or must find an alternate route to get in touch with you. Emergency contact information entered into the system is accessible to and will be used only by University employees in emergency situations.

Getting Started

Procedure	
1.	Using your browser, navigate to: https://nuhr.northwestern.edu.
2.	Log in with your University NetID and Password.
3.	Using the Main Menu, navigate to: SELF SERVICE > PERSONAL INFORMATION > EMERGENCY CONTACTS



The Emergency Contacts page.

Adding a Contact

Procedure	
1.	Click Add Emergency Contact .
2.	Enter the person's **Name** and **Relationship**.
3.	If the contact shares an address and/or phone with the employee, select the appropriate checkboxes.
4.	To add a new address for the contact, click the **Edit Address** button, enter address details, and click **OK**.
5.	If the contact has a different phone number enter it in the **Telephone** box. You can add additional phone numbers for the contact (e.g. Cell Phone, Work Phone) by clicking the **Add Phone Number** box.
6.	Click **Save**.

Editing a Contact

	Procedure
1.	After navigating to the Emergency Contacts page, click the icon next to the contact you wish to edit.
2.	The record for that contact will open, and you can add or edit any information as described above.
3.	Click **Save** after making your changes.

Removing a Contact

	Procedure
1.	After navigating to the Emergency Contacts page, click the icon next to the contact you wish to remove.
2.	You will receive a warning message that you are about to delete the contact. If you wish to continue, click **Yes-Delete**.
3.	Your contact has now been removed.

Making a Person the Primary Contact

If you have multiple emergency contacts set up, one of them must be set as the “Primary Contact.”

	Procedure
1.	After navigating to the Emergency Contacts page, determine which contact should be your primary. Click the **Primary Contact** checkbox for that person. (If you have other Primary Contacts checked, uncheck them.)
2.	Click **Save**.